

Bedminster Family Practice

Job Description

Job Title:	Practice Nurse
Hours:	Negotiable - between 24 – 37 hours
Salary:	Competitive & dependent on qualifications and experience
Reports to:	Lead Nurse/Practice Manager

Job Summary:

Bedminster Family Practice is looking for an enthusiastic, capable and highly motivated Practice Nurse to join our exceptional, talented and friendly nursing team. This is a great opportunity to join a valued team in a practice that will support and encourage you to develop your skills.

A key aspect of this role is chronic disease management and experience in at least one of these areas is essential.

Experience of cytology, child & adult immunisations, contraceptive services and/or minor illness, would be welcomed.

Training and career development is available for the right candidate.

Hours are negotiable. Please indicate any preferred hours and salary expectations within the application.

Main Duties And Responsibilities

Patient care (clinics/specialist appointments): chronic disease management

Provide appropriate specialist guidance and advice to patients (in accordance with specialist practice protocols):

- CHD
- Diabetes
- COPD
- Asthma
- Hypertension
- Diabetes

Additional Duties & Responsibilities

Provide nursing treatments to patients in participation with GPs or independently, working to agreed protocols. Such tasks may include (*but this list is not exhaustive*):

- Basic wound/ulcer management/care in line with current evidence-based guidelines
- Removal of sutures
- Urinalysis
- ECGs
- Peak flow readings/spirometry
- Blood pressure measurements
- Ear syringing
- Routine immunisations
- Offer advice about childhood and adult vaccinations and ensure vaccines are administered under Patient Group Directions
- Cervical cytology

- Undertake the collection, storage and despatch of pathological specimens (including intravenous blood samples, swabs, smears, etc), ensuring the cleanliness of any equipment so used
- Perform any investigatory procedures requested by the GPs
- Chaperoning and assisting patients where appropriate who are being examined by another clinician
- Assessing problems presented opportunistically by patients, with referral to GPs as necessary
- Contraceptive Services

Patient care (health education):

- Provide general and specific health screenings to practice patients (within agreed protocols), with referral to GPs as necessary
- Advise patients on general healthcare and minor ailments, with referral to GPs as necessary
- Provide opportunistic lifestyle advice on diet, smoking, alcohol intake and exercise where appropriate

First aid:

- Recognize and manage anaphylaxis according to current UK guidelines
- Perform cardio-pulmonary resuscitation according to current UK guidelines

Procedures and protocols:

- Follow agreed clinical protocols, with referral to senior clinical colleagues, as appropriate
- Follow infection control guidelines
- Knowledge of statutory and local child protection procedures, including systems of referral, and ability to recognise signs and symptoms of child abuse
- Obtain and document informed consent (either verbal or written) whenever appropriate
- Participation in all relevant administrative systems in the Practice
- Developing appropriate protocols for use by the nursing team

Clinical Records:

- Record accurate notes of all consultations and treatments in the patients' notes on the clinical computer system (EMIS-LV) as appropriate
- Collect and input data into appropriate templates to contribute to a high quality of patient information within the practice

Consumable stocks:

Through the Lead Nurse, ensure appropriate stock levels and storage of all consumables relating to patient care, to include (but not limited to):

- Ordering of stock from hospitals and suppliers as appropriate
- Ordering of Vaccinations
- Ordering of Health Promotion Literature

Meetings/communication:

- Attend and participate in clinical + staff + nurse team meetings
- Maintain effective liaison with other agencies and staff concerned with patient care and with all other disciplines within the Practice, with appropriate regard to confidentiality

Personal Education:

- Participate in continuing education by attendance at courses and study days as deemed useful or necessary to maintain and develop a contemporary level of professional knowledge and skills
- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal/professional development
- Identify personal development and training needs, and prepare a Personal Learning Plan, to be reviewed on an annual basis at appraisal

General:

- A duty to advise senior clinical colleagues of potential problems or errors within the range of assigned tasks
- Participate in the administrative and professional responsibilities of the Practice team
- Any other delegated duties appropriate to the post

Confidentiality:

- In the course of seeking treatment, patients entrust us with, or allow us to gather sensitive information in relation to their health and other matters. They do so in confidence and have the right to expect that staff will respect their privacy and act appropriately
- In the performance of the duties outlined in this Job Description, the post-holder may have access to confidential information relating to patients and their carers, Practice staff and other healthcare workers. They may also have access to information relating to the Practice as a business organisation. All such information from any source is to be regarded as strictly confidential
- Information relating to patients, carers, colleagues, other healthcare workers or the business of the Practice may only be divulged to authorised persons in accordance with the Practice policies and procedures relating to confidentiality and the protection of personal and sensitive data

Health & Safety:

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the practice Health & Safety Policy, the practice Health & Safety Manual, and the practice Infection Control policy and published procedures. This will include:

- Using personal security systems within the workplace according to Practice guidelines
- Identifying the risks involved in work activities and undertaking such activities in a way that manages those risks
- Making effective use of training to update knowledge and skills
- Using appropriate infection control procedures, maintaining work areas in a tidy and safe way and free from hazards
- Actively reporting health and safety hazards and infection hazards immediately when recognised
- Keeping own work areas and general/patient areas clean, assisting in the maintenance of general standards of cleanliness consistent with the scope of the role
- Undertaking periodic infection control training (minimum annually)
- Reporting potential risks identified

Equality and Diversity:

The post-holder will support the equality, diversity and rights of patients, carers and colleagues, to include:

- Acting in a way that recognizes the importance of people's rights, interpreting them in a way that is consistent with Practice procedures, policies and current legislation

- Respecting the privacy, dignity, needs and beliefs of patients, carers and colleagues
- Behaving in a manner which is welcoming to and of the individual, is non-judgemental and respects their circumstances, feeling of priorities and rights

Personal/Professional Development:

The post-holder will participate in any training programme implemented by the Practice as part of this employment, such training to include:

- Participation in an annual individual performance review, including taking responsibility for maintaining a record of own personal and/or professional development
- Taking responsibility for own development, learning and performance and demonstrating skills and activities to others who are undertaking similar work

Quality:

The post-holder will strive to maintain quality within the Practice, and will:

- Alert other team members to issues of quality and risk
- Assess own performance and take accountability for own actions, either directly or under supervision
- Contribute to the effectiveness of the team by reflecting on own and team activities and making suggestions on ways to improve and enhance the team's performance
- Work effectively with individuals in other agencies to meet patients' needs
- Effectively manage own time, workload and resources

Communication:

The post-holder should recognize the importance of effective communication within the team and will strive to:

- Communicate effectively with other team members
- Communicate effectively with patients and carers
- Recognize people's needs for alternative methods of communication and respond accordingly

Contribution to the Implementation of Services:

The post-holder will:

- Apply Practice policies, standards and guidance
- Discuss with other members of the team how the policies, standards and guidelines will affect own work
- Participate in audit where appropriate

Special Requirements of the Post:

- Registration with the NMC
- An understanding, acceptance and adherence to the need for strict confidentiality
- Ability to use own judgement, resourcefulness and common sense
- A commitment to maintain a high professional standard of nursing care and keep up to date with all aspects of nursing care relevant to the post
- A commitment to ensure all Health and Safety requirements and Infection Control measures are met and to report any problems to the Practice Manager
- A commitment to the effectiveness and use of Practice and NHS resources
- An awareness of own limitation and experience
- To work only in accordance with the UKCC Code of Conduct and within the Scope of Professional Practice
- To have a written professional development plan and to maintain an up to date portfolio which meets the requirements of registration with the UKCC